

U.S. Department of Labor

Occupational Safety and Health Administration
Washington, D.C. 20210

Reply to the Attention of:



NOV 20 1987

MEMORANDUM FOR: Agency ~~Safety~~ and Health Officials
FROM: John E. Plummer, Director
Office of Federal Agency Programs
SUBJECT: Agency Fiscal Year 1987 Annual Report
on Their Occupational Safety and Health
Program

Just a brief note to remind you that your agency's Fiscal Year 1987 report on your occupational safety and health program is due to the Secretary of Labor, by January 15, 1988.

The report guidelines have been revised to include information concerning your agency's safety belt use program. A copy of the guidelines is attached.

If you have any questions, please call my office on (FTS) 523-9329.

Attachment

11/13/87

Guidelines for Agency Annual
Occupational Safety and Health Program Report

FISCAL YEAR 1987

Name of Agency _____

Address _____

Number of Employees
covered by this
report _____

Name of individual responsible
for the occupational safety and
health program of the agency or
component covered by this report _____

Telephone number of this individual _____

Title of this individual _____

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Each agency shall:

1. (a) Use agency injury/illness data to display the annual statistics for fatalities and lost time disabilities for the report year and, if possible, compare these fatalities and disabilities with similar statistics for the previous three (3) year period. Data based on agency claims submitted to Office of Workers' Compensation Programs (OWCP) is preferred, but internal accident or incident reporting data is acceptable, if OWCP data is not available to the agency. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- (b) Use agency data to display the most recent OWCP charge-back and continuation of pay costs and, if possible, compare these costs with similar statistics for the previous three (3) year period. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- (c) Use agency accident or incident reporting system or supplemental reports to the Occupational Safety and Health Administration (OSHA) logs or the OWCP reports for details which will help explain any significant trends and major causes or sources of fatalities and lost time disabilities which occurred last year(s).
2. Describe occupational safety and health program (OSHP) accomplishments and initiatives implemented last year to control the trends and major causes, or sources of fatalities, and lost time disabilities in your agency and to improve your agency's overall safety and occupational health programs. Discuss your successes and/or failures as a result of your agency's implementation of these initiatives. Explain any significant onetime or additional permanent resources allocated to the OSHP last year for areas such as: workplace hazard abatement, research and development, data systems, staffing, training, etc. Attach a copy of any significant safety and occupational health policy, or proclamation related to those initiatives.

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In describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Accomplishments for assuring that workers, supervisors, and committee members received appropriate job health and safety awareness and hazard recognition information and training.
 - β - Accomplishments for assessing the effectiveness of your safety and occupational health programs.
 - Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors and employees.
 - Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the OSHP.
3. Identify your annual occupational safety and health plans, goals and objectives, and significant OSHP initiatives planned and programmed for the coming year(s).
 4. Describe your agency's accomplishments and initiatives implemented last year to carry out Executive Order 12566, "Safety Belt Use Requirements for Federal Employees," dated September 26, 1986. (See attached Order.)

In describing your program, please cover the following areas:

- Written statements on commitment to safety belt use: a written, enforceable policy, and or an education and promotion program on the benefits of belt use that may include public recognition and other forms of incentives.
- Criteria established for evaluating safety belt use. This may include the following areas: observed belt use by the driver and other passengers of government vehicles or private vehicles if used for official government business; if observation surveys are not feasible, include written surveys completed by employees; agency's injury/illness reports; and agency reports directed specifically at safety belt use.

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- Analysis of the data collected to determine belt use activities which should include if possible: the percent of drivers, percent of front seat passengers, and percent of other passengers (if belt use for all passengers required by your agency) on official government business using safety belts vs. the total number of persons observed in each category; a detailed comparison of all reported on the job motor vehicle accidents to determine if belts were worn; the cost of accidents where belts were worn vs. where they were not worn; and the injuries and time lost experience broken out by those passengers required to wear belts that were involved in on-the-job accidents.
 - Any corrective action program related to enforcement of the safety belt use.
5. Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in governmentwide occupational safety and health programs or report any items of special interest concerning occupational safety and health activities, or programs. (Optional)

It is suggested that the report be in executive summary format and be limited to ten pages exclusive of attachments.

Presidential Documents

Executive Order 12566 of September 28, 1986

Safety Belt Use Requirements for Federal Employees

Each year, thousands of lives could be saved and injuries prevented if motorists would use their safety belts. The annual cost to society of these needless deaths and injuries is currently in excess of \$32 billion. Taxpayers bear a large share of this cost. The estimated annual cost to Federal, State, and local governments as a result of auto accidents is \$11 billion. I have determined that an on-the-job safety belt use policy for Federal employees will reduce human pain and suffering, set an example for the private sector, and reduce the burden on the taxpayers caused by motor vehicle accidents.

Accordingly, by the authority vested in me as President by the Constitution and laws of the United States of America, including Section 7902(c) of Title 5 of the United States Code and Section 19 of the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. 668), it is hereby ordered as follows:

Section 1. Policy. Each Federal employee occupying the front seat of a motor vehicle on official business, whose seat is equipped with a safety belt, shall have the safety belt properly fastened at all times when the vehicle is in motion.

Sec. 2. Scope of Order. All agencies of the Executive branch are directed to promulgate rules and take all appropriate measures within their existing employee occupational safety and health programs to carry out the purposes of this Order. This includes, but is not limited to, conducting an education program for employees about the requirements of this Order. The term "agency" as used in this Order means an Executive Department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Federal government, other than those of the Legislative and Judicial branches. The Secretary of Labor shall cooperate and consult with the heads of agencies in the Legislative and Judicial branches of the Government to encourage and help them adopt safety belt use programs. The Secretary of Labor shall also submit an annual report to the President that includes the status of on-the-job belt use by Federal employees.

Sec. 3. Coordination. The Secretary of Transportation shall provide leadership and guidance to the heads of agencies to assist them with the employee safety belt programs established pursuant to this Order.

Sec. 4. Other Powers and Duties. (a) Nothing in this Order shall be construed to impair or alter the powers and duties of the heads of the various Federal agencies pursuant to Section 19 of the Occupational Safety and Health Act of 1970, or to Sections 7901, 7902, and 7903 of Title 5 of the United States Code, nor shall it be construed to affect any right, duty, or procedure under the National Labor Relations Act.

(b) The Secretary of Defense shall be responsible for implementation of all provisions of this Order insofar as they apply to military personnel of the Department of Defense.

Sec. 5. Causes of Action. Nothing in this Order shall be construed to create a new cause of action against the United States or to alter in any way the United States' liability under the Federal Tort Claims Act.

Ronald Reagan

THE WHITE HOUSE,
September 26, 1986.

[FR Doc. 86-22278

Filed 9-30-86; 10:20 am]

Billing code 3195-01-M